



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: May 12, 2015

**DATE:** April 29, 2015  
**TO:** Board of County Commissioners  
**FROM:** Joey Orduna Hastings, Assistant County Manager  
(775) 328-2016, [jhastings@washoecounty.us](mailto:jhastings@washoecounty.us)  
**SUBJECT:** Discussion and possible action to establish a process to fill the vacant Social Services Director position, including screening top three (3) applicants, setting a date for interviews, and timeframe for appointment. (All Commission Districts)

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### SUMMARY

Discussion and possible action to establish a process to fill the vacant Social Services Director position, including screening top three (3) applicants, setting a date for interviews, and timeframe for appointment. A possible interview date would Tuesday, June 9, 2015 during the Board of County Commission meeting.

County Priority/Goal supported by this item: safe, secure and healthy communities.

### PREVIOUS ACTION

On January 6, 2014 the Board of County Commissioners appointed Ken Retterath as Interim Director of the Washoe County Department of Social Services.

On December 9, 2014 the Board of County Commissioners appointed Assistant County Manager Kevin Schiller as Interim Director of Social Services following the November 16, 2014 resignation of Mr. Retterath as Interim Director. At this same meeting staff was directed to initiate recruitment for a permanent Social Services Director.

### BACKGROUND

On January 6, 2014 Ken Retterath was appointed as Interim Director of Washoe County Social Services due to the vacancy created by Kevin Schiller accepting his current position of Assistant County Manager. Mr. Schiller served in the position for approximately 7 years serving in multiple positions within the Department prior to his appointment. Mr. Retterath submitted his resignation from Interim Director effective November 26, 2014, moving back into his vacant position within the Department of Social Services as a Division Director.

AGENDA ITEM # 11

Based on operational and statutory requirements, County Manager Slaughter appointed Assistant County Manager Kevin Schiller as Interim Director of Social Services effective November 26, 2014. At its meeting on December 9, 2014, the Board of County Commissioners accepted the appointment of Mr. Schiller as Interim Director and directed the Department of Human Resources to begin a recruitment initiative for a permanent Department Director.

Staff initiated a recruitment plan with the Department of Human Resources to expedite selection of a candidate. The recruitment for Social Services Director was conducted January 12-22, 2015. The position was advertised locally through the Washoe County "Careers" website. A total of eight applications were received, with one withdrawal at the close of the recruitment.

Human Resources conducted an initial screening of the applications and disqualified two applicants who did not meet the minimum qualifications required for the position. A panel was convened to independently screen the remaining six applications/resumes of the applicants. Panel members included:

- An Administrator from the State Division of Aging and Disability Services
- A designee for the Second Judicial District Court Family Services Program
- The Director of Washoe County Juvenile Services
- A Chief Deputy from the Washoe County Sheriff's Office
- Assistant County Manager Orduna Hastings

As a result of the second screening process, three (3) top candidates were identified. Once the screening and interview process is confirmed binders containing interview materials for the top three (3) candidates will be provided to each of the County Commissioners. The binders will include the recruitment brochure used to advertise the position vacancy, suggested interview questions, summary and average scores, and a summary of the education and experience of the top three (3) candidates including their applications and resumes.

### **FISCAL IMPACT**

There is no fiscal impact associated with this item. The budget authority for this position is included in the FY14/15 budget.

### **RECOMMENDATION**

It is recommended that the Board of County Commission take action to establish a process to fill the vacant Social Services Director position, including screening top three (3) applicants, setting a date for interviews, and timeframe for appointment.

### **POSSIBLE MOTION**

If the Board of County Commissioners agrees with the staff's recommendation, move to take action to establish a process to fill the vacant Social Services Director position, including screening top three (3) applicants, setting a date for interviews, and timeframe for appointment.